DATA AND SYSTEMS COORDINATOR

DEFINITION

To plan, direct and coordinate all activities involving planning, scheduling, and coordinating data management systems, data base administration, standards and procedures relating to security and integrity for data base administration and customer departments' data; and to provide high level consultative, coordinative and administrative services to assure data base support and maintenance.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Information Systems Manager.

Responsibilities may include indirect supervision of professional staff and technical data processing staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Manage and maintain information about the City's data including the data definitions and structures, data security, storage and use requirements.

Establish standards and procedures to provide optimum data response, access, integrity and security.

Promote new methods for presenting data base information to users.

Anticipate future data needs and provide data base administration resources to accommodate the present and future.

Assist in division budget preparation and administration.

Keep abreast of current data base administration concepts and hardware and software developments in the data processing industry.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of :

Data base administration concepts such as logical vs. physical organization, modeling, impact analysis, security and documentation.

Data management concepts and facilities.

Computer system hardware and software.

Logical design and data structures.

Data base design, tuning and software support.

Physical data base design.

Data recovery and procedures.

Software programming.

Ability to:

Direct, supervise and coordinate data base administration service activities.

Provide training and assistance to personnel of the Data Processing Division and customer departments.

Communicate clearly and concisely, orally and in writing.

Establish and maintain effective working relationships with staff of customer departments and other personnel of the Data Processing Division.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience in computer application and software programming, testing and problem analysis of data base support work.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in computer science, accounting, business, finance or a closely related field.

PROBATIONARY PERIOD: One Year

728CS84
April 1984
AAP GROUP: 2
FPPC STATUS: Designated
FLSA STATUS: Exempt